

## SiteXchange Frequently Asked Questions

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1. I was unable to open the contract attachment after downloading, what am I doing wrong?

Answer: Please note that the SubCon.exe and Vendor.bin files must be downloaded to your computer prior. These files are located at the Website Doing Business with INDOT> Contractor> SiteXchange Information web page: <http://www.in.gov/indot/7179.htm>. To open the Contract .con files, locate and double click on the SubCon.exe application. Click the open button on the toolbar. Locate and highlight the appropriate contract file, and click open.

2. I cannot open the contract files, can they be sent in a different format?

Answer: No the file cannot be sent in a different format. The contract file is in a non-public file format with the extension of .con. This format is encoded to work exclusively with the SiteXchange Utility SubCon.exe which is an AASHTO application, developed by InfoTech and licensed by INDOT.

3. Who do I contact if I am having trouble registering thru the IWP (Indiana Web Portal)

Answer: located on the IWP web page is a link to the Help Desk; submit a helpdesk ticket with "INDOT – IWP – issue" as the heading. The IWP staff will receive and respond to the request.

4. We have not received any of our contract files via email. Who do I need to contact?

Answer: Contract files are sent AFTER the vendors' representatives have registered through the IWP (Indiana Web Portal) for SiteXchange. After your Contact person approves your request for SiteXchange, contract files will be sent to you.

5. I have registered thru IWP (Indiana web portal) for SiteXchange but have not received any contract.con files

Answer: Contact your company's IWP contact agent for registration approval of SiteXchange.

6. I have registered and been approved thru IWP (Indiana web portal) for SiteXchange and still have not received any contract.con files, who do I contact?

Answer: Contact the District Office and inform them that you have not received any contract.con file.

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### 7. How do I find out when I'll get my SiteXchange file so I can process subcontractors?

Answer: SiteXchange Contract files are generated **AFTER** a contract has successfully been imported and activated in SiteManager from the pre-construction applications. The INDOT District Office can assist you on checking the status of Awarded contracts in SiteManager.

### 8. What is the anticipated time frame for our receipt of the contract .con files after submission?

Answer: you should receive a contract.con file back within 2 – 4 Business days.

The Time frame depends on a number of different parameters.

1. The time the email is received at the Subcontract Review address. (\*business day 1)
2. The time the process is manually ran to strip the contract files from the email and send to another folder for importing into SiteManager (\*business day 1)
3. The import process runs every night around 9:00 PM (after hours of \*business day 1)
4. After the import process is complete...and no issues had occurred during the import process...the information is available for the Districts to approve the subcontractor request inside SiteManager (\*business day 2).
5. After the District approves the request (or not whichever may be) that evening a process is run to export and email the contract files to the prime contractors' representatives'. (after hours of \*business day 2)

The contract .con file is then emailed back to the registered SiteXchange agent for the contractor, this occurs in the evening of the second business day or available to you on the morning of third business day. (\*Business day is defined as from 7:00AM to 4:00PM, Monday thru Friday).

### 9. I sent INDOT the SubCon file XX-#####\_YYYYMMDD. When I sent it all the files were green. I got SubCon file XX-#####\_YYYYMMDD back and 2 of my subs are red and the misc data file is red. I opened the 2 red sub folders and the errors are both on the same item (mob/demobilization). I have them as partials and I have the correct dollar amounts and the correct info in the notes area for who is performing the remainder of the work. WHY?

Answer: The subcontract folders that are red in the most recent file for contract XX-#####\_YYYYMMDD is due to one of the error checks that SiteXchange performs. This first check is to see if the Quantity is over committed. The second check is to see if the amount is over committed. Navigate to the subcontractor's Item folder, and click on the item for Mob and Demobilization ... Then click in the note field the red folders will turn green. BUT as long as the record has an approval date you do not have to worry about the red folder.

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10. We have a sub that does not show up in the vendor.bin list, how can they be added?

Answer: If a Vendor is not available from the Subcontractor pick list inside SubCon.exe, navigate to the website and download the current version. The Vendor.bin file is updated nightly. If the Vendor is still not in the Subcontractor pick list, the vendor in question will have to submit their W-9 to the INDOT's Pre-Qualification section to have the Vendor added to the list. The Updated file will then be made available to use. The contractor can find more information on registering on the Website Doing Business with INDOT> Contractor> Prequalification Information web page: <http://www.in.gov/indot/7179.htm>.

11. I filled in the info in the misc data file, it was green and all subcontractors' folders were also green when I emailed the contract file. I received contract .con file back and the miscellaneous data folder is red. I opened the miscellaneous data folder and the information that I had entered for the first contract file is not there. WHY?

Answer: The missing information you entered in the Miscellaneous Data window is part of the generation process of the new file. When the process to generate a contract file occurs, it produces a "NEW" file to send back to the registered contractor agent. You will have to enter the information on the Miscellaneous Data window every time you submit additional subcontractor's request.

12. I have filled out the subs on site exchange and went to print the report and got an error message telling me:

- Subcontractor Warning; not chosen from list (Subcontractor #1)
- Subcontractor Warning; not chosen from list (Subcontractor #2)
- Subcontractor Warning; not chosen from list (Subcontractor #3)

I have downloaded the new vendor.bin file so I am not sure why I am getting this message???

Answer: Ignore this error. You can only choose a subcontractor that is on the pick list. There is a quirk in the programming that is being looked into.

13. After sending the contract .con file to "SubcontractorReveiw @indot.in.gov" I saw that I forgot to add a subcontractor. Can I add the last sub and re-submit it?

Answer: You will have to wait to submit any additional subcontractor request for the contract until you receive the updated contract.con file. After receiving the contract.con file you may add the Subcontract info and resubmit.

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14. When can I add additional subcontractor to the contract.con file?

Answer: As soon as you receive the updated contract.con file you may add subcontract information. To see if you have the most updated file check the “date” extension at the end of the file name. The Contract file format is as follows: XX\_#####\_YYYYMMDD.con. Example R\_\_29900\_20100126.CON where the R\_\_29900 is the awarded contract and the 20100126 is the generated date of the file (i.e. 20100126 is the date 01/26/2010).

15. Why was I sent two files for the same contract?

Answer: You may be sent multiple contract\_YYYYMMDD.con files for the same contract because the contract record within SiteManager has been modified by INDOT personnel several times prior to you registering for SiteXchange. USE the most current date extension.

If you have received multiple files for the same contract, check the “Date” extension at the end of the file. While the files may appear to be the same the generated date extension would be different. The Contract file format is as follows: XX\_#####\_YYYYMMDD.con. Example R\_\_29900\_20100126.CON where the R\_\_29900 is the awarded contract and the 20100126 is the generated date of the file (i.e. 20100126 is the date 01/26/2010).

16. Should we be changing the contract.con file name? Or leave it how we received the file from Subcontract Review?

Answer: Do not rename the contract.con file. The Contract file format is as follows: XX\_#####\_YYYYMMDD.con. Example R\_\_29900\_20100126.CON where the R\_\_29900 is the awarded contract and the 20100126 is the generated date of the file (i.e. 20100126 is the date 01/26/2010).

17. I had a glitch with contract line item. It is split between two subs but the quantity and dollar amount did not go over the original quantity. I had to decrease the unit price by - 0.00001 to get it to work. But then on another item same type of split between the same two subs it worked fine?

Answer: this is due to a rounding calculation within the application.

18. Am I still required to send all IC-730s to the District Office?

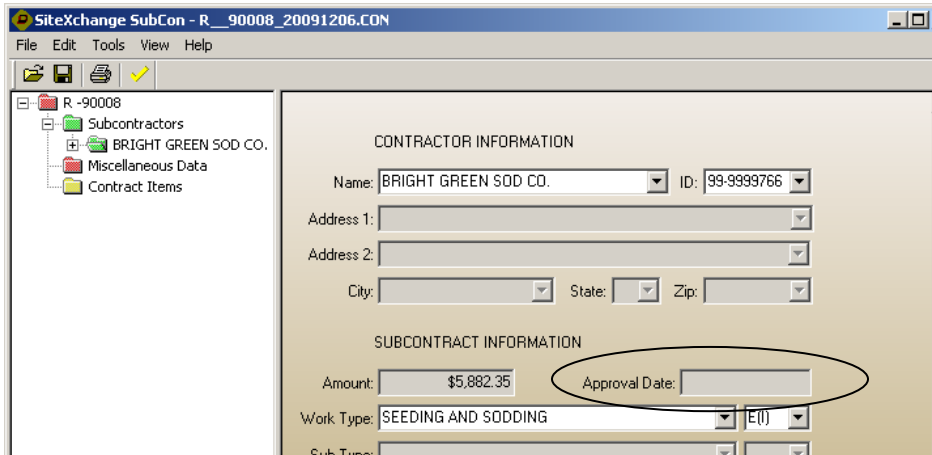
Answer: No; Beginning March 8th for those Prime contractors that are voluntarily using SiteXchange between December 1<sup>st</sup> and April 1<sup>st</sup>, the **IC-730** is no longer required to be submitted to the District Office.

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19. Who do I contact if I am having trouble using or questions about SiteXchange?

Answer: Contact the District Office for assistance.

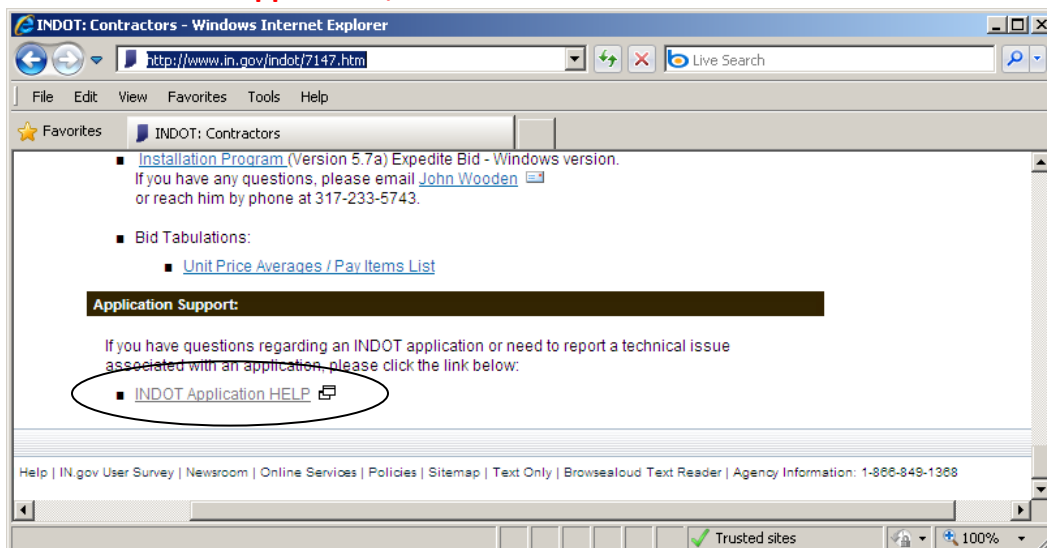
20. When we receive the contract file back from you, are we to assume that the 1st subcontractor is approved?



The screenshot shows the 'SiteXchange SubCon - R\_90008\_20091206.CON' window. The left pane shows a tree view with 'R\_90008' expanded, containing 'Subcontractors', 'BRIGHT GREEN SOD CO.', 'Miscellaneous Data', and 'Contract Items'. The main pane is divided into two sections: 'CONTRACTOR INFORMATION' and 'SUBCONTRACT INFORMATION'. In the 'CONTRACTOR INFORMATION' section, 'Name' is 'BRIGHT GREEN SOD CO.' and 'ID' is '99-9999766'. In the 'SUBCONTRACT INFORMATION' section, 'Amount' is '\$5,882.35' and 'Approval Date' is empty. The 'Work Type' is 'SEEDING AND SODDING' and 'Sub Type' is 'E(I)'. The 'Approval Date' field is circled in red.

Answer: On the Subcontractors “Contractor Information” window there is an **Approval Date** field. If there is a date populated in this field, then the record has been approved.

**If you have questions regarding an INDOT application or need to report a technical issue associated with an application,**



You can contact the Help desk at the following link, which is located at the bottom of, the “Doing Business with INDOT>Contractors” web page Application Support: **INDOT Application HELP**

(<http://www.in.gov/indot/div/bits/helpdeskout.htm>)